

## **Wall Sign Permit (under 100 square feet) Application Guideline Zoning Code, Article 409 Signs**

### **Purpose**

The purpose of this Article is to establish comprehensive provisions that will eliminate confusing, distracting and unsafe signs, establish reasonable regulations to promote economic vitality for local businesses and services, and enhance the visual environment of the City of Maricopa.

### **Intent**

The intent of these provisions is to maximize establishment identification, minimize visual clutter, and maintain a high quality of signs throughout the City.

### **Applicability**

The regulations, requirements, and provisions set forth in this Article shall apply to all signs erected, placed, or constructed within the City. This includes all signage in an approved Comprehensive Sign Plan, wall signs, under-canopy signs, monument signs, individual sign panels on a multi-tenant monument sign (which may require a structural permit from the Building Safety Division), temporary banners, and as deemed necessary by the Zoning Administrator.

### **Exempt Signs**

**Permits Not Required.** Permits are not required for the following signs provided that such signs are subject to all other provisions of this Article. An Electric Permit is required for all exterior electronic signs.

1. Standard sign maintenance.
2. Yard, carport or garage sale signs.
3. Political signs.
4. Real Estate and Open House signs. See Section 409.12(D) for regulations.
5. Nameplate signs for individual residences.

6. Messages painted directly on, or adhesive vinyl film affixed to, the exterior surface of existing mineral glass windows; except that the aggregate square footage of such signs shall be calculated as window signage.
  7. Signs required by a county, State or Federal agency provided such signs are regulated by those agencies and signs are posted per the regulations as determined by the governing agency.
  8. Portable signs.
- B. **Exempted Signage.** The provisions of this Article shall not apply to the following:
1. Pennants or insignia of any nation, state, county, city, or school.
  2. Memorial plaques, statuary or remembrances of persons or events noncommercial in nature, or building identification signs and building cornerstones when cut or carved into a masonry surface or when made of non-combustible material and made an integral part of the building or structure.
  3. Works of fine art, historic or cultural artifacts when not displayed in conjunction with a commercial enterprise that may derive direct commercial gain from such display.
  4. Temporary decorations or displays celebrating the occasion of traditionally accepted patriotic, religious or local holidays or events.
  5. Signs that are relevant to the function of the property that are not visible beyond the boundaries of the lot or parcel upon which they are located, or from any public right-of-way.
  6. Signs displayed within the interior of a building.
  7. The placement and maintenance of official traffic, fire and police signs, signals and devices and markings of the State of Arizona and the City of Maricopa or other authorized public agency, and the posting of notices as required by law.
  8. Signs displayed during recognized holidays as identification of temporary sales areas for trees and similar holiday items in conjunction with an approved Temporary Use Permit. Such signs shall be exempted only when displayed within 30 days of the recognized holiday.

## **Frequently Asked Questions for Signage in Maricopa**

### **Do I need a permit to install a sign?**

A permit is required for installation of all new signs and for modification or replacement of existing signs. Exclusions to this rule can be found in Section 409.04 of the City of Maricopa Zoning Code.

### **Does maintenance of my sign require a permit?**

A permit is not typically required for standard sign maintenance such as painting, replacing bulbs or minor electrical repairs. For cabinet or monument signs, the plex face may be replaced provided it is an opaque background. All other repairs or changes require a permit. See Section 409.04 of the Zoning Code for more detailed information.

### **Can I have temporary signs like banners or A-frames?**

Display of banners and non-rigid signs require a 30-day Temporary Sign Permit, and can only be issued for the initial grand opening of a new business, new occupancy or sales event. A-frame signs and all other portable signs are prohibited except as specified in the City of Maricopa Zoning Code. Complete information on temporary signs can be found in Section 409.12 41 of the Zoning Code. Temporary Sign Permits for banners are issued by the Permit Center Division and do not typically require a plan review.

### **How big can my wall sign be?**

Attached signs: Refer to Chapter 16 of Maricopa's Zoning Code for specific criteria since allowable sign area is dependent on the zoning district of the property. Generally, a business within a Commercial zone is allowed 1.5 sq ft of sign area for every two linear foot of suite or building frontage with a maximum total sign area of 32 square feet. Signage shall not extend horizontally a distance greater than 50 percent of the width of the building wall on which it is displayed.

### **How many wall signs can I have?**

Single buildings/businesses with two street frontages are allowed one wall sign per street frontage.

### **Where on my property or building can I put my sign?**

Signs must be installed on the specific portion of the building your business occupies; you cannot place a sign on a suite or portion of the building that is not occupied by your business. Multi-tenant buildings typically have an established sign band to provide consistent signage locations across or around the building.

Freestanding signs must be placed on the specific property being identified. Off-site signs are prohibited. Signs may not be located within any public easements, may not be within the right of way or future right-of-way for arterial streets, and shall not be closer than 300' to another freestanding sign.

### **Does the City of Maricopa have design criteria for signs?**

Attached signs: should be individual letters such as pan channel, plastic, metal or other durable material.

Detached signs: should be monument-style with a base of metal or masonry; should incorporate design features associated with the building or structure; should constitute an architectural component of the overall development with similar colors, finishes and materials; internally illuminated signs should provide an opaque background so that only the sign copy is illuminated such as routed copy.

### **Is an electrical permit required?**

If new electrical wiring is required for placement of the sign, a separate commercial electrical permit is required.

### **What is a comprehensive sign plan and do I need to follow it?**

The purpose of a Comprehensive Sign Plan (CSP) is to provide for the establishment of signage criteria that are tailored to a specific development, and which may vary from specific Ordinance provisions. The intent is to provide for flexible sign criteria that promote superior design through architectural integration of the site, buildings and signs (Zoning Code, Sec. 409.15).

Once approved by the city, the CSP is the established sign requirement or “ordinance” even if it is more restrictive than Chapter 16 of the Maricopa Zoning Code. All signs within the applicable development must follow the comprehensive sign plan criteria including number, size, location, and design of the sign.

CSP’s can be viewed at the City of Maricopa, Economic and Community Development website.

### **What kind of information do I need to provide for a sign permit?**

- Complete permit application
- Project Narrative:
  - o Description or explanation of all proposed or existing signage
- Sign Exhibits:
  - o Detailed site plan identifying the sign & building location(s)
  - o Construction drawings of signage including dimensions of signage
  - o Color elevations showing the proposed signage
  - o Plans or elevations identifying existing signage with dimensions
- Landlord Approval letter
  - o Landlord or Management Company approval letter for the proposed signage. Approval letter should include the printed name, title, date and signature.
- Separate Electrical Permit (as applicable)
  - o If the wall sign requires new electrical wiring a separate electrical permit is required.

## Over-All Review Time Frames

City will either grant or deny each type of permit (license) that it issues. The time frame includes an administrative completeness review period to accept or reject the application, and a substantive review period to provide a technical review of the request. The City shall approve or deny the request within the overall time frame listed below, however, should the City extend the review period for additional submittal(s), said extensions shall not exceed 25% of the overall time frame.

**Please note: These are projected time frames only and may change due to workload and staffing considerations**

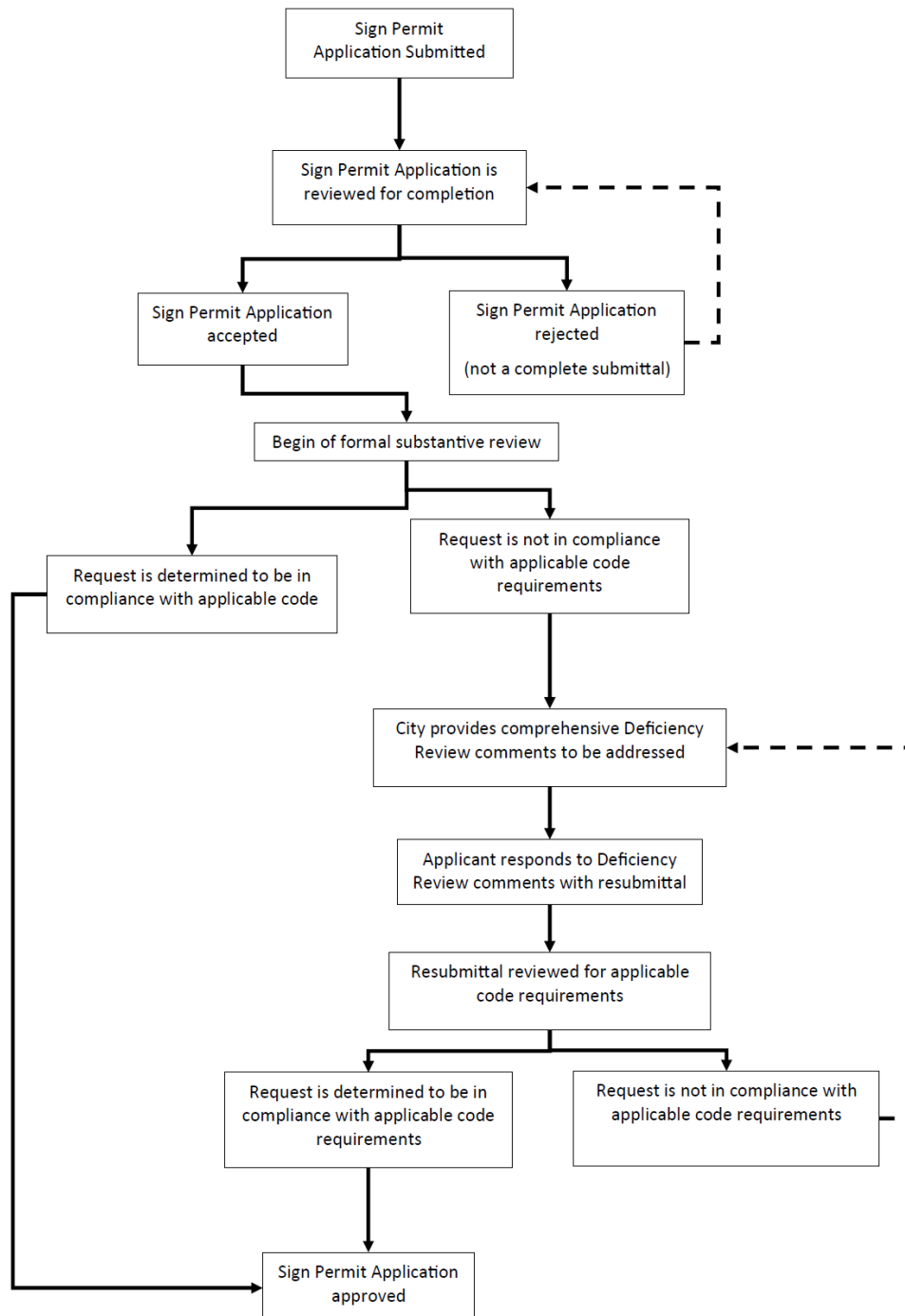
| Application Type | Administrative Completeness Review (business days) | Substantive Review (business days) | Total Time Frame (business days) |
|------------------|--|------------------------------------|----------------------------------|
| Wall Sign Permit | 10   | 10                                 | 20                               |

## Submittal Review Turn Around Time Frames

Timeframes exclude all holidays, weekends and during the period where the applicant is revising plans. The listed timeframes are not all-inclusive and are subject to change. These timeframes are for plan review only and do not apply to submittals that require public notification outreach and approval through the Planning and Zoning Commission.

| Application Type | First Review (business days ) | Subsequent Reviews (business days) |
|------------------|-------------------------------|------------------------------------|
| Wall Sign Permit | 5                             | 5                                  |

## WALL SIGN PERMIT PROCESS FLOW CHART



## **WALL SIGN PERMIT (under 100 Square Feet)**

### **Submittal Requirements:**

- 1. Project Narrative (required)**
  - Scope of work proposed
- 2. Sign Exhibits (required)**
  - Project Narrative
  - Sign Exhibits
    - Detailed site plan identifying the sign & building location(s)
    - Construction drawings of signage including dimensions of signage
    - Color elevations showing the proposed signage
    - Plans or elevations identifying existing signage with dimensions
  - Mounting details (if applicable)
- 3. Landlord Approval Letter (required)**
  - Approval letter from landlord or Management Company for the proposed signage



## REGULATORY BILL OF RIGHTS

This past legislative session (Fiftieth Legislature, First Regular Session), the Arizona Legislature passed Senate Bill 1598. This “Regulatory Bill of Rights” went into effect on July 20, 2011 (with full implementation on December 31, 2012). The rights afforded private regulated parties under the new law are provided below.

### **A.R.S. § 9-832: REGULATORY BILL OF RIGHTS**

TO ENSURE FAIR AND OPEN REGULATION BY CITIES, A PERSON:

- IS ELIGIBLE FOR REIMBURSEMENT OF FEES AND OTHER EXPENSES IF THE PERSON PREVAILS BY ADJUDICATION ON THE MERITS AGAINST A CITY IN A COURT PROCEEDING REGARDING A CITY DECISION AS PROVIDED IN A.R.S. § 12-348.
- IS ENTITLED TO RECEIVE INFORMATION AND NOTICE REGARDING INSPECTIONS AS PROVIDED IN A.R.S. § 9-833 (EFFECTIVE JUNE 30, 2012).
- IS ENTITLED TO HAVE A CITY NOT BASE A LICENSING DECISION IN WHOLE OR IN PART ON LICENSING CONDITIONS OR REQUIREMENTS THAT ARE NOT SPECIFICALLY AUTHORIZED AS PROVIDED IN A.R.S. § 9-834.
- MAY HAVE A CITY APPROVE OR DENY THE PERSON’S LICENSE APPLICATION WITHIN A PREDETERMINED PERIOD OF TIME AS PROVIDED IN A.R.S. § 9-835 (EFFECTIVE DECEMBER 31, 2012).
- IS ENTITLED TO RECEIVE WRITTEN OR ELECTRONIC NOTICE FROM A CITY ON DENIAL OF A LICENSE APPLICATION (EFFECTIVE DECEMBER 31, 2012).
  - THAT JUSTIFIES THE DENIAL WITH REFERENCES TO THE STATUTE, ORDINANCE, REGULATION, DELEGATION AGREEMENT OR AUTHORIZED SUBSTANTIVE POLICY STATEMENT ON WHICH THE DENIAL IS BASED AS PROVIDED IN A.R.S. § 9-835.
  - THAT EXPLAINS THE APPLICANT’S RIGHT TO APPEAL THE DENIAL AS PROVIDED IN A.R.S. § 9-835.
- IS ENTITLED TO RECEIVE INFORMATION REGARDING THE LICENSE APPLICATION PROCESS AT THE TIME THE PERSON OBTAINS AN APPLICATION FOR A LICENSE AS PROVIDED IN A.R.S. § 9-836.
- MAY INSPECT ALL ORDINANCES, REGULATIONS, AND SUBSTANTIVE POLICY STATEMENTS OF A CITY, INCLUDING A DIRECTORY OF DOCUMENTS, AT THE OFFICES OF THE CITY AS PROVIDED IN A.R.S. § 9-837.
- UNLESS SPECIFICALLY AUTHORIZED, MAY EXPECT CITIES TO AVOID DUPLICATION OF OTHER LAWS THAT DO NOT ENHANCE REGULATORY CLARITY AND TO AVOID DUAL PERMITTING TO THE MAXIMUM EXTENT PRACTICABLE AS PROVIDED IN A.R.S. § 9-834.
- MAY FILE A COMPLAINT WITH THE CITY COUNCIL CONCERNING AN ORDINANCE, REGULATION OR SUBSTANTIVE POLICY STATEMENT THAT FAILS TO COMPLY WITH A.R.S. § 9832